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OFFICE OF THE DIRECTOR

Action Memorandum No. 319

Date 6 December 1963

TO : Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
Inspector General
General Counsel

SUBJECT : President's Memorandum on Government Economy

REFERENCE:

1. Your personal attention is directed to the text of the memorandum for the heads of Departments and Agencies, dated November 30, 1963, from the President of the United States; copy is attached. In this he notes that the Executive Branch will be administered with utmost thrift and frugality and will set an example of economy. It is directed that the President's message be given most serious, continuous, and compelling attention and that you convene your staffs immediately to read, discuss, and receive the full impact of the President's statement. You should also discuss with your staffs the methods whereby the Agency will fully comply with both the specific requests and the intent of this memorandum.

2. Further, all plans and programs will be in strict accordance with the provisions of the President's message. You will submit in writing by 15 December to the Executive Director-Comptroller the actions which you propose to take within your area to meet the President's desires. The Executive Director-Comptroller will assemble for me, with comments and recommendations, these submissions.

3. Further, the Executive Director-Comptroller is directed to thoroughly review with you at least every 90 days the Agency's programs to effect a continuing improvement in the management of the Agency toward the end of economies or savings. The Executive Director-Comptroller will submit periodic reports on these reviews to me.

SUSPENSE DATE: 15 December 1963

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4. Actions under this directive, and forthcoming directives under the same subject, will be handled on a top priority basis both as to content and timing.

RECORDED

Marshall S. Carter
Lieutenant General, USA
Deputy Director

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THE WHITE HOUSE

Washington

November 30, 1963

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

I have pledged that the Executive Branch will be administered with the utmost thrift and frugality; that the Government will get a dollar's value for a dollar spent; and that the Government will set an example of prudence and economy.

To carry out this pledge, I intend:

- To examine agency budget requests with the determination to hold the 1965 Budget to the barest minimum consistent with the efficient discharge of our domestic and foreign responsibilities.
- To give you my full support in your efforts to achieve administrative or legislative changes which will eliminate unnecessary procedures, curtail or drop programs of low utility, institute consolidations or other organizational economies, and effect savings in procurement.
- To support salary scales for civil servants, military personnel, and policy officials which will enable you to retain and recruit talented, energetic, and imaginative employees.
- To accord increased recognition to those governmental units and individuals that make notable advances in providing efficient service at lower cost.

To assist me in carrying out my pledge, I ask you:

- To assume personal day-to-day responsibility for making your agency a model of good management and economical administration.

- To press ahead vigorously with your program for manpower control and utilization which you developed in response to President Kennedy's directive of October 11, 1962.
- To hold agency employment at or below the personnel targets established in response to President Kennedy's statement to the Cabinet of September 23, 1963.
- To make clear to your staff that each Government employee is responsible, not only for doing his assigned job to the best of his ability, but also for devising and proposing ways to improve his performance.
- To seek the advice of Committees of the Congress, and of private organizations and individuals, in finding ways to do the public business more economically.
- To submit to me promptly a report of major cost reduction actions taken during the past year, and a statement of the steps which you propose to take in the next year to tighten your operations and effect savings.

The Federal Government has reason to be proud of its many recent achievements in management improvement. But we cannot rest on past accomplishments. There are as many savings to be made in the future as have ever been made in the past. The citizen's faith in free government is strongly influenced by the extent of his confidence that public servants are alert and efficient in conserving the Nation's resources entrusted to their care. For this reason, we must work hard to reduce the costs of Government, not only for the sake of the savings to be made, but also in the interest of vindicating the people's confidence in the institutions of democracy.

signed Lyndon B. Johnson

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